



Job offer – Administrative Assistant

Seattle, WA

Role description/responsibilities

Sixense is seeking an Administrative Assistant to perform a variety of office-related duties.

- Will be responsible for A/P, A/R, invoice reconciliation and PO reconciliation; Maintain good standing of monthly reoccurring operation expenses.
- Track that all jobs are billed each month on time and confirm invoice amounts
- Filling out lien waivers, certified payroll, intent of prevailing wage and any other government forms as needed
- Perform shipping duties
- Answer phone and transfer calls as needed
- Assist with proofreading and editing of advertising material or job proposals
- Provide assistance to the safety team with proper record keeping and report filing
- Assist in all things that contribute to the day-day operations of running a business.

Education and experience

- Minimum of a high school diploma along with at least 2 years of related administrative / office experience

Technical skills (Required):

- MS Office software experience is required along with good typing skills.
- Experiene with A/P, A/R, invoice and PO reconciliation.
- Must be comfortable using all standard office equipment such as phones, computers, fax machines, copiers, etc.
- Must have excellent communication skills and the ability to remain professional at all times.
- Able to multi-task.
- Hours: M-F 7am – 4pm; part time hours also an option (3 days a week).



Technical skills (Desired):

- Familiarity with construction contracts/billings/accounts a plus.

Internal contributions:

- Operate in a professional office environment
- Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Converse effectively using both verbal and written communication.
- Make decisions and assume accountability
- Concentrate on tasks
- Demonstrate ability to manage stress and emotions as related to the workplace
- Attention to detail
- Identify and resolve conflict
- Assess safety and risk

Benefits:

Sixsense offers a comprehensive benefits package including healthcare, dental, and vision insurance as well as 401K retirement savings plan. Sixsense is an Equal Opportunity Employer.

Please be advised that all interested candidates are REQUIRED to attach a copy of your resume in order to be considered.

In an effort to foster a diverse workforce Nicholson Construction encourages applications from minorities, veterans, women and individuals with disabilities. EOE AA M/F/Vet/Disability

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